



## United States Court of Appeals for the Fourth Circuit Career Opportunity

### Human Resources Assistant

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**Announcement #:** 2018-HRA  
**Appointment:** Career/Fulltime  
**Location:** Richmond, VA  
**Grade/Salary:** CL-24 (\$37,731-\$61,323). Salary is commensurate with experience and qualifications.  
**Career Progression:** Promotion potential to CL-25 (\$41,663-\$67,750) and then to CL-26 (\$45,883-\$74,606) without further competition.  
**Closing Date:** Open until filled. Applications will be reviewed upon receipt.

#### Position Overview

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The Human Resources Assistant provides administrative and technical support for the human resources function and related activities in a shared services environment that supports multiple offices and functional areas within the Fourth Circuit. This position communicates and interacts routinely with employees, managers, unit heads, and judges, which requires that the candidate work harmoniously with others and maintain a professional appearance and attitude at all times. The ideal candidate has a strong work ethic, has unquestioned integrity, is attentive to details, is coachable, and is committed to excellent customer service.

#### Representative Duties

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- Assist with preparing forms (paper and electronic) and processing a variety of human resources and payroll actions such as appointments, promotions, within-grade increases, and separations.
- Monitor law clerk and intern/extern transitions and assist court units with paperwork processing.
- Run HR reports to track time-sensitive actions and initiate processes.
- Assist with recruitment efforts, such as preparing and distributing announcements, scheduling interviews, and conducting reference checks. Assist in administering fingerprint and background checks, and issuing building access and identification cards.
- Assist with benefit programs, including distributing benefit materials, processing forms, assisting employees with online changes, addressing routine benefit questions, and resolving issues.
- Schedule, coordinate, and prepare materials for human resources-related events such as new hire orientation, exit interviews, employee recognition programs, Open Season, and other related activities.
- Assist with answering questions and resolving basic issues. Serve as liaison between court employees, human resources, and the Administrative Office.
- Gather and compile data for required Judiciary reports.
- Complete employment and related verifications.
- Maintain and monitor human resources records and files.
- Other duties as necessary or assigned.
- Some travel may be required.

#### Qualifications

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##### Required Qualifications

- High School diploma or equivalent.
- One year of progressively responsible clerical or administrative experience (equivalent to work at the CL-23 level) in at least one functional area of human resources administration (recruiting and staffing, employee relations, benefits, training and development, compensation and rewards, etc.) that

provided knowledge of the rules, regulations, terminology, etc. of the human resources function and that involved the routine use of an automated human resources system or other computer based system.

- Thorough working knowledge of MS Office products, especially Word and Excel.
- Ability to communicate professionally and with tact both orally and in writing.
- Detail-oriented, organized, able to manage multiple tasks and meet stringent deadlines, and committed to excellent customer service.
- Ability to handle sensitive information and maintain confidentiality is an absolute must.

#### Preferred Qualifications

- Bachelor's degree from an accredited college/university in human resources, human relations, business, or other related field.
- Experience in two or more functional areas of human resources administration.
- Familiarity with PeopleSoft, PowerPoint, and Adobe Acrobat.

#### **Employee Benefits** ---

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan). The court offers a mass transit subsidy (budget dependent).

#### **Application Procedure** ---

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email, and please note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

#### **Conditions of Employment** ---

Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**